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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Account number \_\_\_\_\_, Cardholder \_\_\_\_\_

To Whom It May Concern:

In reviewing my statement from the following time period: \_\_\_\_\_, I feel that I have been charged an incorrect amount for the following transaction:

\_\_\_\_\_ -- \_\_\_\_\_, in the amount of \$2, transaction number \_\_\_\_\_. The amount of the charge should have been \$2.

I have enclosed with this letter the following evidence of this situation:

\_\_\_\_\_

Please send me a copy of the charge slip or other evidence of the above charge(s) for my review.

I have enclosed a copy of my statement with the transaction(s) in question highlighted for your convenience.

Please contact me at the above address if you have any questions or need additional information.

Sincerely,

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Enclosure